

New Jersey Commission on Cancer Research Consultant Request for Proposals

Introduction:

The intent of this open competitive bid is to hire an advisory consultant to perform duties in accordance with the New Jersey Commission on Cancer Research (NJCCR) statutes and functions surrounding advocacy and outreach deemed advantageous to the NJCCR per the established legislation.

Description of Services:

The New Jersey Commission on Cancer Research (NJCCR) is seeking to hire an advisory consultant reporting directly to and working in collaboration with the Executive Director (ED), of the NJCCR to develop and enhance relationships with its major stakeholders including cancer advocacy organizations, state agencies and industry (biotech and pharmaceutical companies in NJ). The Consultant shall serve in an advisory capacity to advance support for cancer research and to ensure compliance with the requirements of the legislation. This will occur by maintaining, expanding, and mobilizing the cancer advocacy and research community to garner the support of key stakeholders to advance the mission of the NJCCR.

New Jersey Commission on Cancer Research:

The New Jersey Commission on Cancer Research (NJCCR) ushered in by the Cancer Research Act, P.L. 83, Ch.6 was established in 1983 to promote and fund cancer research projects to individual scientists at academic and research institutions. In accordance with the statute the NJCCR charge is to:

- Review and authorize approved research projects.
- Apportion all available state appropriated funds to qualifying research institutions to finance approved research projects and necessary institutional support services.
- Ensure that funds appropriated to approved research projects are not diverted to any other use.
- Take steps necessary to encourage the development within the State of research projects on:
 - 1) the causes of cancer; and
 - 2) pain management and palliative care for persons diagnosed with cancer.
- Compile a directory of all cancer research projects being conducted in the State.
- Provide the Governor and Legislature with a report by January 30th of each year describing the status of the commission's activities and the results of its funded research efforts.

Scope of Work:

The Scope of Work shall include, but may not be limited to the following activities to cover the anticipated service duration from July 1, 2021 through June 30, 2022:

1. Routinely seek and document the support of key contacts identified by the Executive Director, the Commission Chairperson and other NJCCR commissioners. Compile and track interaction and outcome with stakeholders for presentation and follow up with the Executive Director (ED) during bi-weekly supervisory one on one meetings.

2. Identify and outreach new partners to discuss supporting the Commission's work and help secure funding for cancer research on a quarterly basis.
 - a. Routinely assist the ED with the development of legislative agendas and supporting documents to increase funding for cancer research as requested.
 - b. Routinely assist the ED with the planning and implementation of strategic initiatives to achieve progress towards the establishment of a dedicated non-lapsing fund in addition to the \$2M state appropriation.
3. Develop a strategic framework to identify opportunities that will increase the visibility of the NJCCR among policy makers and key stakeholders by routinely cultivating those relationships as identified in collaboration with the ED and as required. Provide written reports of findings/recommendations as requested by the ED.
4. On a quarterly basis and, or as identified by the ED, collaborate with the NJDOH Director of Legislative Services to identify vacancies, nominations for new members and Governor appointments to ensure a full complement of members in accordance with the statutes.
5. Monitor and analyze all relevant pending legislation on a quarterly basis. In discussion with and approval by the ED provide written testimony for the NJCCR Chairperson and, or act in the Chair's stead.
6. Identify and monitor proposed legislation that would negatively impact the mission of the Commission as it is introduced and strategize, as necessary, with the ED to defeat or amend prior to Bill introduction. Alert the ED and strategize best plan of action in real time and as required thereby generating content for bill comments to be uploaded into the Department of Health's Policy Track app.
7. Routinely participate, as requested by the Executive Director as the NJCCR representative at various statewide venues including, but not limited to, the Annual Symposium.
8. Monitor the changing landscape of cancer research in New Jersey, promote the work of the cancer research grantees and, provide a written summary as requested.
9. Complete the Ethics Training as required for all New Jersey Department Of Health employees, board and commission members, consultants, and liaisons.

Deliverables:

1. Bi-monthly report of strategic framework findings and recommendations to increase NJCCR visibility
2. Bi-monthly compilation Governor's Office Status of Commission vacancies and recommendations
3. Monthly report as written analysis of pending legislation (negative/positive) impact on NJCCR

4. Monthly report of key stakeholder/ contact monitoring system with contact information delineated.

Pricing:

Pricing shall be a fixed hourly rate. The firm fixed pricing is a price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

Qualifications & Experience:

Advanced degree required in healthcare or a related field. A minimum of 6 years' experience in a management role, state agency or government relations.

Applicants/potential consultants must have the following qualifications:

- Knowledge of state government and legislative functions.
- Knowledge of government relations and advocacy work.
- Experience building partnerships with organizations/institutions and state agencies.
- Strategic thinker with proven track record of strong communication strategies, organizational management and administration.

Scope of Work Methodology:

In a narrative, provide a detailed proposal of the approach and methodology to be used to accomplish the above Scope of Work.

Submission Requirements:

- Written proposals shall be submitted via email to centralprocurement@doh.nj.gov by 2pm EST June 4, 2021. The proposal shall be sent electronically in a readable and printer friendly format.
- Submission of a current resume is required for consideration.

Evaluation:

Each criterion will be scored, and each score multiplied by a predetermined weight to develop the		
Technical	Evaluation	Score.

Proposals will be evaluated based on the following:

Personnel: The qualifications and experience of the Vendor's {Bidder's} management, supervisory, and key personnel assigned to the Blanket P.O., including the candidates recommended for each of the positions/roles required;

Experience of firm: The Vendor's {Bidder's} documented experience in successfully completing Blanket P.O. of a similar size and scope in relation to the work required by this Bid Solicitation; and

Ability of firm to complete the Scope of Work based on its Technical Quote: The Vendor's {Bidder's} demonstration in the Quote that the Vendor {Bidder} understands the requirements of

the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the Blanket P.O. The duration of the award will be for one year from the date of the award, anticipated term; July1, 2021 – June 30, 2022

The intent of this Scope of Work is to make an award to that responsible Vendor whose Proposal, conforming to this Scope of Work is most advantageous to the State, price and other factors considered.